

School Drill Documentation Form

Type of Drill	Number/Schedule
Fire <input checked="" type="checkbox"/>	Five drills – Three must be completed by December 1
Tornado <input type="checkbox"/>	Two drills – One must be completed in March
Safety/Security <input type="checkbox"/>	Three drills – One must be completed prior to December 1 and one after January 1 <ul style="list-style-type: none"> One drill shall include security measures that are appropriate to an emergency, such as the release of a hazardous material. One drill shall include security measures of a potentially dangerous individual on or near the school premises. Seek input from the administration of the school and local public safety on the nature of the drill.

Note - At least one of the drills must be conducted during a lunch or recess period, or at another time when students are gathered but not in classrooms.

School:

Principal:

Date of drill: Number of students: Number of staff:

Time initiated: (a.m./p.m.) Time concluded: (a.m./p.m.)

Situation at Start of the Drill (Check the appropriate box)			
<input type="checkbox"/> Before school	<input checked="" type="checkbox"/> During class time	<input type="checkbox"/> Passing time	<input type="checkbox"/> Recess
<input type="checkbox"/> Lunch time	<input type="checkbox"/> Assembly	<input type="checkbox"/> After school	<input type="checkbox"/> Other:

Remarks:

This report is for:
 (circle number next to applicable drill)

Fire drill number **1 2 3 4 5** for the 2023/2024 school year

Tornado drill number **1 2** for the 2023/2024 school year

Safety/Security drill number **1 2 3** for the 2023/2024 school year

Name of person conducting drill:

Title of person conducting drill:

Signature or person conducting drill: Date:

If the drill was coordinated with agencies such as law enforcement, fire department, or emergency management, list the agency, official's name, and title.

Agency:	<input type="text"/>	Name:	<input type="text"/>	Title:	<input type="text"/>
Agency:	<input type="text"/>	Name:	<input type="text"/>	Title:	<input type="text"/>
Agency:	<input type="text"/>	Name:	<input type="text"/>	Title:	<input type="text"/>

*Must post on the school's website within 30 days after completing the drill.
 The form must be maintained on the school website for at least three years.*